

**MINUTES OF WEEK ST MARY PARISH COUNCIL MEETING**  
held on Thursday 14<sup>th</sup> January 2016 at 7.30pm in the MSR

**PRESENT:** Chair - Mrs M Smith, Messrs R Harris, W Pearce, S Cluney, S May, Mrs C Slade, Mrs N Johns and the Clerk – Mrs B Heathcote  
Also in attendance County Cllr N Chopak.

**APOLOGIES** Mr J Ward

1 member of the public was present.

**CHAIRMAN’S WELCOME** – The Chairman welcomed everyone to the meeting.

**DECLARATIONS OF INTEREST** – No declarations of interest

**COUNCILLOR DISPENSATIONS** – No dispensations requests received

**CONFIRMATION of the MINUTES of the MEETING held on December 10<sup>th</sup> 2015**

The minutes of the meetings were approved.

**MATTERS ARISING**

CC Open Free Community Emergency Planning workshop in November. Mrs N Johns had been unable to attend. The grant from Primrose Renewables has not been received and is expected at the end of January.

**OPEN FORUM AT THE DISCRETION OF COUNCILLORS** – Nothing raised

**COUNCILLORS’ RESIGNATIONS**

Mr P Coulson has written a letter dated 16.12.15 tendering his resignation with immediate effect as a parish councillor. Mr P Sachs has written a letter received 01.01.16 tendering his resignation. Mrs N Johns advised that she wishes to resign as a parish councillor and will write a letter of confirmation. The Clerk will write and acknowledge receipt of the letters from Messrs P Coulson and P Sachs and thank them for their valued work during their respective times as parish councillors.

The Clerk will notify CC that there are 3 vacancies and a notice will be prepared by CC; if within 14 days of the date of the notice a request for an election is made in writing to the Returning Officer by ten or more electors, CC will make the necessary arrangements. If there are fewer than ten written requests for an election, the vacancies can be advertised by the Clerk and filled by the co-option process.

Mrs M Smith advised that Mr P Sachs has agreed to do any work on behalf of the parish council for the Public Conveniences and Parish Greens. The remaining unfilled responsibilities are Emergency Contact List, Finance. Library and Mobile Library and Defibrillator. It was resolved to delay deciding the responsibilities until the new councillors are in place. The Clerk advised that the finance was due to have been checked after December and according to recommendations should be checked by a councillor 3 times a year. It was resolved that, due to circumstances, as there will be a new clerk appointed that there will be a third party checking the finance at the handover.

**PLANNING – Decision Notices**

1. PA15/10590 - Proposed storage shed for farm implements. The Poultry Sheds Week Orchard Marhamchurch Mr Chris Congdon. Approved.
2. PA15/10946 - Construction of extension and alterations. Honey Crest Week St Mary. Mr & Mrs J Sachs. Approved.

**PLANNING – Applications**

1. PA15/10946 - Construction of extension and alterations. Honey Crest Week St Mary. Mr & Mrs J Sachs – The plans had been circulated for information only as details came after December meeting and the response deadline was before the January meeting.
2. PA15/11429 - First floor extension with the inclusion of a Juliette balcony to the south west elevation. Internal alterations to accommodate - Higher Bakesdown Barn Marhamchurch EX23 0HJ The plans had been circulated and it was resolved to make no comment.
3. PA15/03631/PREAPP advice for change of use from 2 holiday units to residential. 1 Mill Barn & Stable Barn Odd Mill Whitstone. Ian Matthew & Kristina Cooper. (for information only – the parish council is not required to comment)

**COUNTY COUNCILLOR Mrs N CHOPAK**

Cllr Chopak advised that the budget situation at CC was worse than previously thought and there needs to be a further £4 ½ million cuts bringing the estimated cuts for the forthcoming year to £160 ½ million. The impact of these cuts will be felt by everyone - the mobile library ending in April or May, cuts to transport both school buses and regular routes, less funds for highway maintenance. The situation re Bude Library and One Stop Shop is still unresolved. Cllr Chopak advised that the decision about the Treetops application had been delayed as there had been some queries relating to the percentage of affordable housing on the site and that this has now been resolved and that CC are mindful to approve the proposal.

### **CORRESPONDENCE**

Correspondence circulated 07.01.16

1. CALC Newsletter December 2015.
2. CC Communities and Devolution - December newsletter.
3. CARE December meeting notes.
4. Bude Community Network Panel meeting 30. 11.15 Notes. – **next meeting 11<sup>th</sup> April**

Correspondence dealt with at the meeting

5. Mrs M Smith, Messrs S Cluney, R Harris and Mrs C Slade agreed to attend the Paperless Planning workshop in the Parkhouse Centre in Bude on 1<sup>st</sup> February at 6pm.
6. There are bespoke training sessions for Clerks in St Austell and Truro in January and February.
7. A Cornwall for Change Statement was noted.

### **PLAYING FIELD**

Play Equipment:

- a) Skateboard apparatus – Better weather is awaited.
- b) Safety ground cover – Mrs M Smith has sourced some rubber safety ground cover which if fitted to the surface and allows grass to grow through, little maintenance is required apart from strimming. The estimated cost is £1500 + VAT. She will request a sample.
- c) Tennis Court Goal marking. Mrs M Smith will ask Mr P Sachs if he is planning to paint the goal markings when the weather is better.
- d) Hedge cutting – still waiting for better weather so Mr J Retallick can complete the work.
- e) Fence – Nothing to report, Mrs N Johns offered to liaise with Mr J Ward.
- f) Swings and Online Playgrounds – After many more emails and telephone calls the company have sent a credit note and agreed to clear the account.

### **TRANSPARENCY CODE**

Grant application – the total amount requested for 2015/16 of £144 has been received. It was agreed to forward £25 which was included in the grant request figures to Mr D Martin to take into account the extra work he undertakes updating the website in light of the requirements of the Transparency Code.

### **FINANCE**

1. Payments totalling £390.01 as per schedule together with additional £267.46 (Cornish & Devon Post, Mrs B Heathcote, Mrs M Smith, Week St Mary Parish Hall, Mr D Martin, SWW re Playing Field) were approved. (see Public Toilets paragraph on page 16/3 re SWW D/D)
2. Income.

Transparency Code Grant	£144.00
BT Credit	£ 36.00
3. Bank Balances as at 31.12.15

Nat West Current Acc	£489.37
Nat West 30 day Liquidity Acc	£5,000.50
Monmouthshire B/Soc	£8,410.10.
4. 3rd QTR Bank Reconciliation and Balance Sheet. The information had been circulated. It was resolved to allocate £250 which had been earmarked for toilet repairs and maintenance towards the cost of installing the urinal and to allocate £11.59 which had been earmarked relating to the Lawrence seat towards the cost of materials claimed by Mr P Sachs for repairing the benches.

### **PLEDGE TO CARE RE THE GOOD ENERGY APPEAL AND RULE 6**

Mrs M Smith and Mr S May declared an interest and left the meeting

In the absence of a Chair and Vice Chair It was unanimously agreed that Mr W Pearce take the Chair.

An email advising of the formal application to be a Rule 6 Party will be submitted to the Planning Inspectorate early in January had been circulated. The application will be by CARE, Boyton, Jacobstow, Marhamchurch, North Tamerton, Week St Mary and Whitstone Parish Councils. Within 4 weeks of submitting the application Care has to submit a state

of case. Although pledging/donating funds was not a requisite of being part of Rule 6, CARE are requesting that those councils who agreed to contribute make arrangements for the funds to be forwarded by the end of January. During the discussion comments were made that as Week St Mary will be the parish most affected if Good Energy is successful in their Appeal, it was proper that they should support now and not prevaricate. Some councillors wished to delay pledging fund until the community fund from Primrose Solar is received. There was a proposal to pledge £1,000 to CARE, the proposal was seconded and the vote was carried 3 for and 2 against. A cheque for £1,000 was prepared and signed. The Clerk was directed to write that if the Appeal does not go ahead, that the funds are returned to the parish council.

Mrs M Smith and Mr S May returned to the meeting

### **PUBLIC TOILETS**

Following the meter being read by SWW on 10<sup>th</sup> December (reading 888) the invoice for the last quarter totals £305.10. The meter was previously read by a SWW engineer in June 2014 when it was 813 and prior to that it was read by SWW in Dec 2014 and it was 805. In that 6 month period 8 cubic metres had been used (an average of 1.33 pm) With the reading now at 888, this would indicate that in an 18 month period there has been a usage of 75 cubic metres. Following recommendations from SWW, Mr J Sachs has undertaken the recommended procedures to check for leaks and found that following a 2 hr period of inactivity, there was no movement on the metre. The Clerk will report back to SWW and ask for the direct debit payment to be placed on hold and to see if anything can be done as the bill is so unexpectedly high and with regard that SWW have allowed such a long delay between metre readings. As part of the agreement, with the parish council Mr J Sachs had been requested to read the electricity and water meter quarterly or as requested by the utilities and to ensure that this is done, the Clerk has purchased a book for Mr J Sachs to record the meter readings quarterly as a minimum to ensure that the meter is working properly. It was also resolved that the Clerk place a notice in the magazine asking for plumbers to tender to replace the taps with push taps which stop automatically to avoid a tap being left running.

### **NEIGHBOURHOOD PLAN**

Following a short discussion it was agreed to place the matter as a rolling item for the time being.

### **HIGHWAYS**

Mr W Pearce expressed concern about trees impeded visibility when accessing the B3254 and Cllr N Chopak offered to follow this up. Highways have responded that they will inspect the surface deterioration near Haydah and Butlers Meadow and if these are considered to be category 1 defects these will be repaired accordingly. Regarding the hedges by Goscott and the road from Butlers Meadow to Penhallam, Highways have requested that they are inspected and notice to cut or the follow up notice as appropriate will be sent to the relevant landowners.

### **STREET WEED TREATMENT**

Following various emails back and forth, CC have sent a map including the area of Ashbury Grove that is included in their quote and that the original quote sent by them does included weed treatment in that area. It was also agreed to request that they quote for treating the weeds on the tennis court.

### **POLICIES AND PROTOCOLS**

The following drafts has been circulated a) Freedom of Information; b) Publication Scheme; c) Grants Policy; d) Equal Opportunities. Following a short discussion it was resolved to adopt (a) and (b) and defer (c) and (d) until the next meeting.

### **PARISH MATTERS & RECEIVE UPDATES**

Footpaths – Re the wobbly stile that reported in August, Mr P Dorren has been in contact with the landowner who has confirmed he will get the stile installed when his fencing contractor next visits. CC has been advised to deliver the stile kit direct to the landowner. Mr P Dorren has provided the paperwork in respect of the work undertaken by Mr J Sachs (November) and the Clerk has invoiced CC reimbursement of £30.

Defibrillator – Mrs N Johns advised that although it had been thought that the Young Farmers' Club were going to donate a defibrillator to Week St Mary parish, that they were told Week St Mary already had one. As Mr P Coulson has already been investigating the problems re the 'missing' equipment and liaising with the BHF, Mrs M Smith offered to contact him and she will follow things up. Mrs N Johns also offered to make enquiries directly with SW Ambulances services. It was noted that people in Week St Mary had made donations towards the cost of the original defibrillator and it is important find out what happened to it after it was returned for recalibration.

Details of Emergency Contacts in the Parish - Mr N Johns confirmed that she and Mr P Coulson had not made any progress with a list. Mr W Pearce offered to speak to Mrs N May as it was thought she had prepared a list of 4 x 4 vehicle drivers.

Annual Council Dinner – It was resolved to delay the dinner until the new Clerk is in post and new councillors have been elected.

Record book of Parish Councillors terms of office – It was resolved to use the paper and system as per the samples that Mrs M Smith showed. The cost of the blue cover book is estimated between £13-£14 and the cost of the paper so far is £13.79.

Memorials – Nothing further to report.

Parish Greens / Parish Office / Community Policing – Nothing to report

Transport – see report from Cllr N Chopak above. The news that there are almost certainly going to be cuts to the bus service in Week St Mary was discussed and councillors are extremely concerned as the service is already at a minimum.

**RECEIVE REPORTS FROM VILLAGE ORGANISATIONS**

Mr P Coulson has requested that if any councillors have keys to the parish hall that they let him know. It was noted that although the parish hall committee had advised they would provide a copy of the latest set of annual accounts, that they are still awaited. The Clerk was directed to write and ask for a set of accounts as soon as possible.

**CLERK'S VACANCY**

Shortlisting took place, there were 5 applicants and a shortlist of 3 will be attending interviews on 15<sup>th</sup> December.

**ITEMS FOR NEXT AGENDA**

Parish council insurance. Football Club grass cutting.

**DATES FOR MEETINGS IN 2016**

It was resolved to only fix dates until April 2016 for the time being which will remain on the second Thursday monthly. It was resolved to have the Annual Parish meeting on the same evening as the April Parish council meeting.

